U.S. Navy Tuition Assistance (TA) Program:
Overview of Policies and Procedures for all Active Duty Personnel

Training provided by:
Navy TA Program Manager
Center for Personal and Professional Development (CPPD)
Voluntary Education Directorate
Dam Neck Annex, Virginia Beach, VA

ACTIVE DUTY PERSONNEL

Welcome to our online briefing about the
Navy TA Program,
for all officer and enlisted personnel.

We are delighted that you
are pursuing your educational goals
and look forward to supporting your efforts!

TRAINING OBJECTIVES

This presentation will help you understand:

- ✓ Current TA policies
- ✓ How to process your WebTA application, and
- ✓ Your responsibilities in using TA

so that you can use this financial benefit to meet your educational goals.

LET'S GET STARTED…

The Chief of Naval Personnel (CNP) establishes policy on Voluntary Education (VOLED) Programs.

The Center for Personal and Professional Development (CPPD) at Dam Neck Annex in Virginia Beach, VA executes VOLED programs via 36 Navy College Offices worldwide, plus one Virtual Education Center (VEC).

WHAT IS “NAVY TA”?

The Navy Tuition Assistance (TA) Program
provides funds
for eligible active-duty personnel
to attend approved educational institutions
on an off-duty basis
to earn a high school diploma;
a certificate that is part of an academic degree;
or an associate, bachelor’s, master’s, or doctoral degree.

TA pays for the tuition and fees directly associated with the Course of Instruction (COI).

Of course, there are some limits!

CURRENT TA POLICIES

Navy TA pays the following amounts per FY:

- ✓16 semester hours, not-to-exceed $250/credit; OR
- ✓ 24 quarter hours, not-to-exceed $166.67/credit.

Within these caps, Navy TA will pay the fees directly related to the Course of Instruction (COI) – not including fees for application, registration, parking, student activities, record maintenance, textbooks, computers, or other consumable items.

Navy is not currently considering waiver requests to exceed these limits.

CURRENT TA POLICIES
(continued)

To use TA, you must be serving on active duty until the last day of the course.

Additionally, by law, officers who use TA must agree in writing to serve two years after completing their final funded course. This obligation runs concurrent to any other service obligation.

CURRENT TA POLICIES
(continued)

In 2007 and 2010, CNP added TA eligibility requirements.

Navy College Program staff will validate that:

- ✓ Your academic institution is accredited by an agency recognized by the US Department of Education (DOE);
- ✓ Your tuition reflects Semester or Quarter Hours of credit;
- ✓ You have established an Education Plan with a counselor from your Navy College Office or the VEC ;

CURRENT TA POLICIES
(continued)

- ✓ You are pursuing just one Navy-funded certificate or degree per academic level (i.e., one certificate , associate’s, bachelor’s, master’s, and doctoral degree);

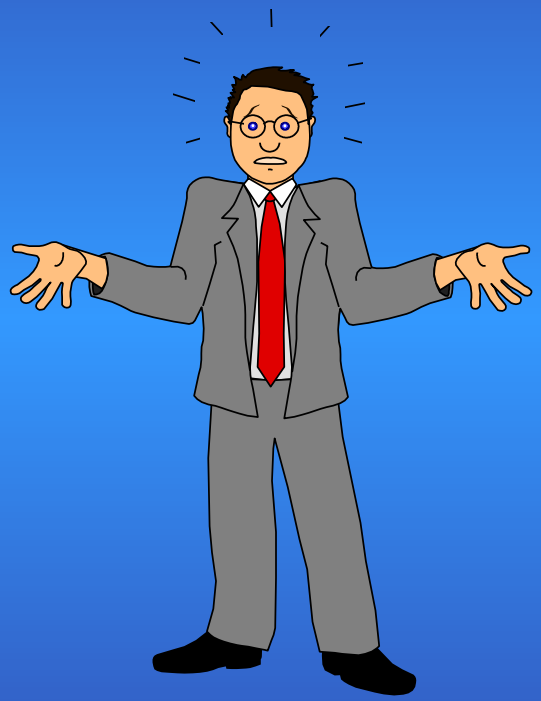
- ✓ You do not combine TA with the Advanced or Graduate Education Voucher (AEV/GEV) or Duty Under Instruction (DUINS).

CURRENT TA POLICIES
(continued)

Your command must certify that you:

- ✓ Will have time to pursue an off-duty college course;
- ✓ Have served one year onboard your FIRST permanent duty station;
- ✓ Will serve on ACDU through the last day of your course;
- ✓ Passed your most recent Physical Fitness Assessment (PFA) or received a waiver;
- ✓ Took your most recent advancement exam, if applicable, and are recommended for advancement or promotion;
- ✓ Have not received an NJP within 6 months or are pending administrative separation.

Do you meet those academic and professional requirements?



Great! Then let’s continue…

PROCESSING YOUR TA

✓ Use your Education Plan and your Academic Institution's Course Schedule to select one or more upcoming courses that will help you achieve your educational goals;

✓ Be sure that you meet any course prerequisites;

✓ From the Navy College website, click on "MyEducation" to review and update as necessary, your profile, course history, and grade reports, to ensure that our database is accurate;

✓ Click on "My Tuition Assistance (WebTA)" to begin the online

PROCESSING YOUR TA
(continued)

- ✓ Follow the prompts to complete your WebTA application and electronically forward it to your Commanding Officer or BYDIRCO for approval;

- ✓ Track your application status to ensure your command approves it and electronically forwards it to the VEC to authorize the TA funds.

The VEC will electronically authorize your TA funds BEFORE your "Class Start Date", so that you can print your TA Voucher and submit it to your academic institution when you register.

YOUR RESPONSIBILITIES IN USING TA

Be sure to contact the Navy College or VEC staff if you:

- ✓ Change your course, so that we can update our database;
- ✓ Do not enroll in the course OR withdraw during the school's Drop/Add period, so that we can cancel the funds *or* pursue a school refund;
- ✓ Are unable to complete or pass the course – for military *or* personal reasons – so that we can help you:

Request a Course Withdrawal, Incomplete, or Waiver of TA Reimbursement; OR reimburse the government in full -- and be eligible for additional TA.

YOUR RESPONSIBILITIES IN USING TA
(continued)

- ✓ Within 15 days of completing your course, log-in to "MyEducation" to ensure that your Academic Institution submitted your final grades; if not, then please forward them as follows, to maintain your TA eligibility:

- ✓ *Mail to: Commanding Officer*
  NETPDTC TA ACCOUNTING Code N8132
  6490 Saufley Field Road
  Pensacola, FL 32509-5204

  or

- ✓ *Fax to: DSN 922-1149 or COMM 850-452-1149*

VISIT YOUR NAVY COLLEGE OFFICE OR VIRTUAL EDUCATION CENTER!

We encourage you to peruse our website to learn about other
educational programs and services the Navy offers you.

Then visit a CPPD counselor – live or virtually –
to develop an Education Plan
that will best use the college credits you can earn from
your Navy rating and training;
NCPACE and transfer courses;
CLEP, DSST, and ECE examinations;
and Tuition Assistance –
to meet your personal and professional goals.

CONGRATULATIONS!

You have now completed the online briefing
of the Navy Tuition Assistance Program.

Please click here
(in Presentation Mode Only)
to access your Training Certificate.
Type in your Rank/Rating, Name, Email Address,
and Today's Date,
so that we can properly identify you in our database.
Then forward your Training Certificate
to the VEC.

Center for Personal and Professional Development

presents this

Certificate of Completion

to

Rank/Rate *Last Name, First Name, MI* *Official E-mail Address*

for training in

Navy TA Policies and Procedures

Date

CAPT Chuck Hollingsworth, USN
Commanding Officer

YOU ARE ON YOUR WAY!

Good luck in your academic pursuits!

We wish you every success
in achieving your educational goals,
and look forward to assisting you
every step of the way!